

Little Poppets playgroup is a parent led stay and play group, with volunteers helping to set up and set down the session. Although parents are responsible for their children throughout the entire session, where there is a group of children playing together we need to consider any possible risks.

All risk assessments will be reviewed yearly to ensure they are up-to-date and relevant; however, an assessment will be made if there is an incident not covered in the below.

Risk Assessment

Activity/ Hazard	Risks	Elimination/ Control methods	Who/ When	Action
Start/end of session	Hall being broken into	Volunteers to check when entering the hall that everything has previously left secure and no evidence of a break in, (if this has happened volunteers to contact Chair of Committee, Police, Chair of Parish Council and not to enter any further into the building) Volunteers to ensure alarm switched off at the start of session and switch on at the end, ensure all external doors are secure and lights switched off.	Volunteers	
Storage room	Children and parents entering storage room Volunteers injuring themselves while getting resources out/putting away	The storage room will be locked during the session after volunteers have taken equipment out so children and parents will be unable to enter All equipment is to be put away in the storage room with heavy boxes on the ground and lighter boxes/equipment on the next level. Volunteers are to ask for help if unable to lift themselves	Volunteers Volunteers	

Activity/ Hazard	Risks	Elimination/ Control methods	Who/ When	Action
Arrival and departure	Children exiting the hall alone Getting fingers trapped in the door	Children will be entering and departing the hall with parents who will stay with them for the entire time. Front door to be closed during session Indoor doors are wedged open during the session, main door is unlocked but closed so parents can enter and leave with children as they wish.	Volunteers Volunteers/Parents	
Kitchen	Children entering the kitchen alone Volunteers falling/scalding themselves	Doors with access to the kitchen to be closed during the session unless being accessed by a volunteer Volunteers to be aware of hot water and water on the floor; this to be mopped up immediately.	Volunteers Volunteers	
Toy boxes	Falling toys, heavy boxes being moved unsafely, trapped fingers or drops on toes.	Volunteers to handle and move toy boxes, toys will be emptied out before the session in the hall and put to the side. Children and parents are asked to assist with packing away toys at the end of the session. Children should be supervised by their parents when doing so. Boxes to be left at the bottom of the stairs for volunteers to carry up.	Volunteers Parents	
Slips and trips within the hall	Children trip or slip on toys left on the floor	Volunteers to mop up any spillages immediately. Toys will be spread around the hall, however volunteers to ensure space to walk through	Volunteers Volunteers	

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Toilet Area	Children falling/slipping Toilets being blocked Water from taps too hot	Children will be supervised by parents when accessing the toilet area. Regular checks throughout the session to ensure any water is mopped up. Toilets are checked regularly throughout the session Regulator value fitted to ensure water is not hot	Parents Volunteers Volunteers	
Baby changing	Not being appropriately changed/falling	Parents to change their children. A Changing mat is provided to be used on the floor only Changing mat to be wiped down after use	Parents Volunteers	
Food/Drinks	Children with food allergies eating/being offered others food Scolded by hot water	Biscuits, tea and coffee are provided to parents and left on a table in the corner. There are limited snacks for children to be supervised by their parent/carer. Parents are responsible for children's allergies Hot water is provided for teas and coffees, moved far back on the table to ensure children cannot touch this.	Parents Parents Volunteers	

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Crafts	Possible allergic reactions to resources. Consumption of resources/contact with eyes/skin. Spillage of paint causing a trip hazard	Occasional simple crafts will take place. Children to be supervised by parents when completing a craft. Wet wipes to be put out for parents and children to use if paint/other resources gets on skin. Volunteers to mop up any spillages.	Volunteers/Parents Parents Volunteers	
Soft play equipment and slide	Falls/trips	Parents to always supervise children on the slide and soft play equipment Volunteers to make sure slide being used properly and only one child using the slide at one time	Parents Volunteers	
Riding on bikes, trikes	Knocking other children, Bikes tipping	Limit the number of wheeled toys at any one time. Ensure all wheeled toys are checked over regularly for damage Ensure children are supervised by parents when using toys	Volunteers Volunteers Parents	
Completed by Becky Smith Date completed 29/04/2024 Dated to be reviewed April 2025				